

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

**Program Outcome Statement**

Provide assistance to the City in achieving its goals and objectives on a sound legal basis.

Provide legal services in compliance with law and canons of ethics of the California Bar Association.

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

**Objective 75101 - Provide Legal Advice**

Provide advice and assistance to City Council and Boards and Commissions within agreed upon time frames, 100% of the time.

	<b><u>FY2002/2003 Adopted</u></b>	<b><u>FY2003/2004 Recommended</u></b>
* Number and percent of Council, Boards and Commissions requests for written opinions or research responded to within agreed upon time frames.		
- Number	35.00	35.00
- Percent	100.00%	100.00%
* Number and percent of City Attorney initiated legislative calendar items completed on schedule.		
- Number	2.00	2.00
- Percent	90.00%	90.00%

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

	<u>Costs</u>	<u>Units</u>	<u>Work Hours</u>	<u>Unit Costs</u>
<b>Task 751000 - Respond to Council, Boards and Commissions Requests</b>				
Unit: A Response				
FY 2002/2003 Adopted	\$46,328.28	35.00	345.00	\$1,323.67
FY 2003/2004 Recommended	\$49,536.24	35.00	345.00	\$1,415.32
<b>Task 751010 - Complete City Attorney Initiated Legislative Items</b>				
Unit: A Legislative Item Completed				
FY 2002/2003 Adopted	\$26,842.27	2.00	200.00	\$13,421.14
FY 2003/2004 Recommended	\$28,639.20	2.00	200.00	\$14,319.60
<b>Task 751020 - Prepare For and Attend Council, Boards and Commissions Meeting</b>				
Unit: Meeting Attended				
FY 2002/2003 Adopted	\$35,101.37	64.00	255.00	\$548.46
FY 2003/2004 Recommended	\$37,424.10	64.00	255.00	\$584.75
<b>Totals for Objective 75101:</b>				
	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	\$108,271.92		800.00	
FY 2003/2004 Recommended	\$115,599.54		800.00	

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

**Objective 75102 - Provide Support Services to Staff**

Provide support services to staff within agreed upon time frames, 85% of the time or pursuant to deadlines imposed by law.

	<b><u>FY2002/2003 Adopted</u></b>	<b><u>FY2003/2004 Recommended</u></b>
* Number and percent of requests for legal assistance which involve research, meetings or review or preparation of documents requiring less than eight hours of time, responded to as needed.		
- Number	400.00	400.00
- Percent	85.00%	85.00%
* Number and percent of projects originating in other departments (whether or not on the legislative calendar), which tend to be ongoing in nature and require eight or more hours of legal assistance involving research, meetings or review or preparation of documents provided within agreed upon time frames 85% of the time.		
- Number	40.00	40.00
- Percent	85.00%	85.00%

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

	<u>Costs</u>	<u>Units</u>	<u>Work Hours</u>	<u>Unit Costs</u>
<b>Task 751030 - Respond to Routine Requests</b>				
Unit: Response				
FY 2002/2003 Adopted	\$192,766.05	400.00	1,637.00	\$481.92
FY 2003/2004 Recommended	\$201,262.34	400.00	1,637.00	\$503.16
<b>Task 751040 - Provide Legal Assistance On Complex Projects</b>				
Unit: Project Completed				
FY 2002/2003 Adopted	\$230,115.26	35.00	1,967.50	\$6,574.72
FY 2003/2004 Recommended	\$239,622.93	35.00	1,967.50	\$6,846.37
<b>Totals for Objective 75102:</b>	<u><b>Costs</b></u>		<u><b>Work Hours</b></u>	
FY 2002/2003 Adopted	<b>\$422,881.31</b>		<b>3,604.50</b>	
FY 2003/2004 Recommended	<b>\$440,885.27</b>		<b>3,604.50</b>	

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

**Objective 75103 - Provide Municipal Code Enforcement**

Provide municipal code enforcement so that referrals for legal assistance are closed within one year, 80% of the time.

	<b><u>FY2002/2003 Adopted</u></b>	<b><u>FY2003/2004 Recommended</u></b>
* Number and percent of matters closed without court action.		
- Number	15.00	15.00
- Percent	80.00%	80.00%
* Number and percent of matters closed with court action.		
- Number	10.00	10.00
- Percent	80.00%	80.00%

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

	<u>Costs</u>	<u>Units</u>	<u>Work Hours</u>	<u>Unit Costs</u>
<b>Task 751050 - Provide Code Enforcement</b>				
Unit: A Closed Matter				
FY 2002/2003 Adopted	\$62,308.50	25.00	600.00	\$2,492.34
FY 2003/2004 Recommended	\$64,889.30	25.00	600.00	\$2,595.57
<b>Totals for Objective 75103:</b>	<u><b>Costs</b></u>		<u><b>Work Hours</b></u>	
FY 2002/2003 Adopted	<b>\$62,308.50</b>		<b>600.00</b>	
FY 2003/2004 Recommended	<b>\$64,889.30</b>		<b>600.00</b>	

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

**Objective 75104 - Provide Representation in Court and Administrative Actions**

Provide representation of City and those acting on behalf of City in official capacity in litigation and administrative actions, meeting all procedural deadlines.

	<b><u>FY2002/2003 Adopted</u></b>	<b><u>FY2003/2004 Recommended</u></b>
* Percent of deadlines met.		
- Percent	100.00%	100.00%



**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

	<u>Costs</u>	<u>Units</u>	<u>Work Hours</u>	<u>Unit Costs</u>
<b>Task 751060 - Litigation Other Than Code Enforcement Or Personnel</b>				
Unit: Cases				
FY 2002/2003 Adopted	\$196,429.05	37.00	1,560.00	\$5,308.89
FY 2003/2004 Recommended	\$207,428.47	37.00	1,560.00	\$5,606.17
<b>Task 751070 - Administrative Proceedings (Primarily Personnel)</b>				
Unit: Cases				
FY 2002/2003 Adopted	\$29,924.57	25.00	235.00	\$1,196.98
FY 2003/2004 Recommended	\$31,353.35	25.00	235.00	\$1,254.13
<b>Totals for Objective 75104:</b>	<u><b>Costs</b></u>		<u><b>Work Hours</b></u>	
<b>FY 2002/2003 Adopted</b>	<b>\$226,353.62</b>		<b>1,795.00</b>	
<b>FY 2003/2004 Recommended</b>	<b>\$238,781.82</b>		<b>1,795.00</b>	

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

**Objective 75105 - Respond to Citizen Inquiries**

Respond to citizen inquiries which are unrelated to any definable project.

	<b><u>FY2002/2003 Adopted</u></b>	<b><u>FY2003/2004 Recommended</u></b>
* Number of citizen inquires responded to within 48 hours. - Number	150.00	150.00

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

	<u>Costs</u>	<u>Units</u>	<u>Work Hours</u>	<u>Unit Costs</u>
<b>Task 751080 - Respond to Citizen Inquiries</b>				
Unit: A Response				
FY 2002/2003 Adopted	\$11,761.01	150.00	108.50	\$78.41
FY 2003/2004 Recommended	\$12,315.29	150.00	108.50	\$82.10
<b>Totals for Objective 75105:</b>	<u><b>Costs</b></u>		<u><b>Work Hours</b></u>	
FY 2002/2003 Adopted	<b>\$11,761.01</b>		<b>108.50</b>	
FY 2003/2004 Recommended	<b>\$12,315.29</b>		<b>108.50</b>	

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

**Objective 75106 - Education**

Attend programs consistent with the State requirements for continuing legal education and review new court cases, statutes and other legal materials to keep abreast of developments in municipal law and specialized areas within municipal law.

	<b><u>FY2002/2003 Adopted</u></b>	<b><u>FY2003/2004 Recommended</u></b>
* Program hours attended. - Number	220.00	220.00
* Number of hours reviewing legal literature. - Number	374.00	374.00

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

	<u>Costs</u>	<u>Units</u>	<u>Work Hours</u>	<u>Unit Costs</u>
<b>Task 751090 - Attend Educational Programs</b>				
Unit: Program Hours Attended				
FY 2002/2003 Adopted	\$32,292.05	220.00	270.00	\$146.78
FY 2003/2004 Recommended	\$34,047.99	220.00	270.00	\$154.76
<b>Task 751100 - Review Legal Literature</b>				
Unit: Work Hours				
FY 2002/2003 Adopted	\$61,762.88	500.00	500.00	\$123.53
FY 2003/2004 Recommended	\$65,204.74	500.00	500.00	\$130.41
<b>Totals for Objective 75106:</b>	<u><b>Costs</b></u>		<u><b>Work Hours</b></u>	
<b>FY 2002/2003 Adopted</b>	<b>\$94,054.93</b>		<b>770.00</b>	
<b>FY 2003/2004 Recommended</b>	<b>\$99,252.73</b>		<b>770.00</b>	

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

**Objective 75107 - Provide Administrative and Support Services**

Provide administrative and support services.

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

	<u>Costs</u>	<u>Units</u>	<u>Work Hours</u>	<u>Unit Costs</u>
<b>Task 751110 - Provide Administration</b>				
Unit: Work Hours				
FY 2002/2003 Adopted	\$80,757.01	631.00	631.00	\$127.98
FY 2003/2004 Recommended	\$85,692.93	631.00	631.00	\$135.80
<b>Task 751120 - Provide General Clerical Support</b>				
Unit: Work Hours				
FY 2002/2003 Adopted	\$150,516.20	1,870.00	1,870.00	\$80.49
FY 2003/2004 Recommended	\$158,016.74	1,870.00	1,870.00	\$84.50
<b>Task 751130 - Provide Clerical Support - Council Agenda</b>				
Unit: Work Hours				
FY 2002/2003 Adopted	\$72,843.58	850.00	850.00	\$85.70
FY 2003/2004 Recommended	\$76,738.93	850.00	850.00	\$90.28
<b>Task 751140 - Provide Clerical Support - Litigation</b>				
Unit: Work Hours				
FY 2002/2003 Adopted	\$80,115.30	1,000.00	1,000.00	\$80.12
FY 2003/2004 Recommended	\$84,257.84	1,000.00	1,000.00	\$84.26
<b>Totals for Objective 75107:</b>				
	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	<b>\$384,232.09</b>		<b>4,351.00</b>	
FY 2003/2004 Recommended	<b>\$404,706.44</b>		<b>4,351.00</b>	

**City of Sunnyvale  
Program Performance Budget**

**Program 751 - Legal Services**

	<u>Costs</u>	<u>Units</u>	<u>Work Hours</u>	<u>Unit Costs</u>
<b>Totals for Program 751:</b>				
FY 2002/2003 Adopted	\$1,309,863.38		12,029.00	
FY 2003/2004 Recommended	\$1,376,430.39		12,029.00	